

Healthwatch Oxfordshire Board of Directors

Date of Meeting: July 28th 2015	Paper No: 4
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Title of Presentation: Board Management Paper

This paper is for	Discussion	x	Decision	x	Information	X
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Purpose and Executive Summary (if paper longer than 3 pages):
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Financial Implications of Paper: None
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<p>Action Required:</p> <p>The Board is asked to note the contents of the paper, and in particular to:</p> <ul style="list-style-type: none"> • Agree the schedule of Board meetings in Public • Note the schedule of Board workshops and sub group meetings for the period until April 2016. • Agree the process for Board Meetings in Public • Agree the amendments to the Articles of Association

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1. Introduction

The purpose of this paper is to inform and update the Directors on the forward calendar for the Healthwatch Oxfordshire Board.

The paper also proposes amendments to the Articles of Association and asks the Board to agree the procedure for meeting in public.

2. Board schedule

On the 23rd June the Board agreed to hold its first Board meeting in public on the 22nd September 2015 and following a Doodle poll the Board has agreed to continue meeting on a Tuesday.

At its workshop of June 23rd it was agreed that the timing of the Board meetings will alternate between afternoon and evening meetings (2-4pm, 4-6pm and 7-9pm).

The Board had previously agreed to hold its meetings in public around the County on a rotational basis in each of the Oxfordshire Clinical Commissioning Group Localities.

There are six localities in Oxfordshire (*see appendix 1*) and it is proposed that the first meeting in public will be held in the North Locality. A proposed schedule of Board meetings, Board workshops and meetings of the Board Groups can be found at *appendix 2*

Action: The Board is asked to agree the schedule for Board meetings in Public.

Action: The Board is asked to note the calendar of other Board business for the period until April 2016.

3. Board Meeting in Public Process

Please note that the Board will be meeting in public and not conducting a public meeting. The principles underpinning this are that:

- That the meetings will continue to be the forum in which core Healthwatch governance takes place, and will not become locality based workshops.
- The meetings should deal with items openly and should not routinely have a confidential section.
- That the only matters for confidential discussion at Board meetings should be internal matters involving staff/directors.
- Other internal and urgent matters should be dealt with at a short session after or before board workshops.
- Locations for the Board to meet will be chosen which offer the most cost effective way of Healthwatch Oxfordshire fulfilling its commitment to meet in public, with accessible locations that offer good transport links when possible.

The proposed process for running meetings in public can be found at *Appendix 3*

Action: The Board is asked to agree the process for Board Meetings in Public set out in Appendix 3.

4. Articles of Association

The Articles of Association need to be updated to reflect the change of name from EASI Healthwatch CIC to Healthwatch Oxfordshire CIC, the change of registered address of the organisation and its registration number.

At its meeting on the 23rd June 2015 the Board agreed the terms of office for Directors of Healthwatch Oxfordshire and these will need to be incorporated into the Articles of Association.

The articles have previously been circulated to the Board and it is proposed that, in addition to the change of company details, the following amendment be incorporated into the articles following item 22, page 7:

- a) The length of terms of office of Directors will be limited to two years after which a Director may seek to be reappointed.
- b) The number of terms of office a Director may serve will be limited to three, which is 6 years in total.
- c) A Director seeking re-appointment will be required to follow the re-appointment process in place at the time of the end of their two year term of office.

Action: the Board is asked to agree the amendments to the Articles of Association.

5. Meeting Requests for Board members.

Older Peoples Joint Management Group.

The Older People's Joint Management Group (Older People's JMG) monitors strategy, governance, finance, performance and risk in commissioning for older people. It is also responsible for overseeing commissioning where services affect all client groups. The Older People's JMG meets six times a year and meetings are held in public and the Older Peoples JMG reports to the Health and Wellbeing Board, Oxfordshire County Council Cabinet and the Oxfordshire Clinical Commissioning Group.

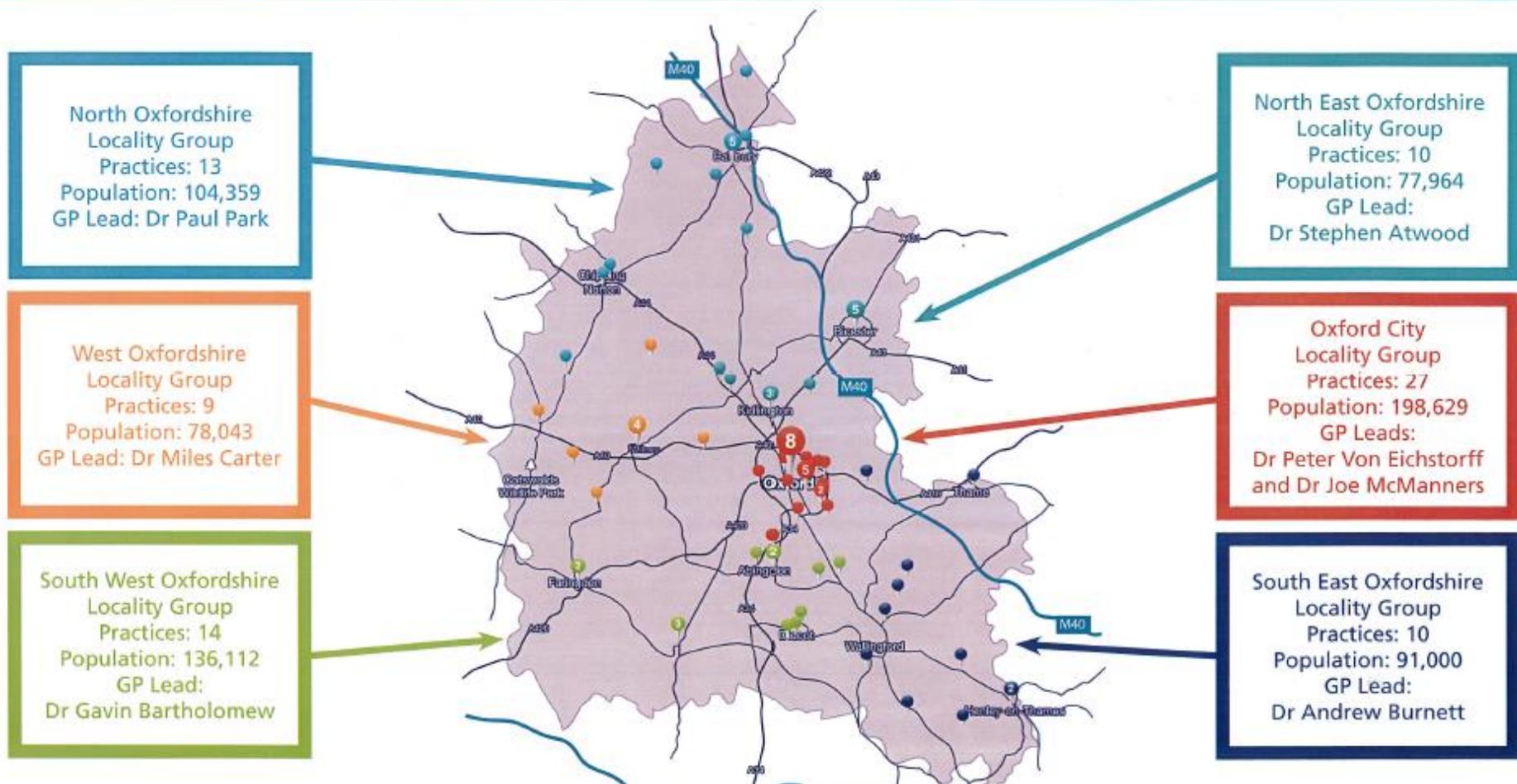
Historically the Chair of the Board has attended these meetings to observe the proceedings and subsequently to feedback to the Board. Healthwatch Oxfordshire has been asked if we plan to continue to send an observer and if so who will be attending.

Action: The Board to make a decision whether to continue to attend these meetings as an observer and if so to nominate a Board member to attend.

6. Healthwatch Oxfordshire Expenses Policy

The expenses policy currently in place was approved by the Healthwatch Oxfordshire Board on 14th November 2013 and a copy is attached for information purposes only.

GP practices in your CCG



Appendix 2

Board meetings			
Chair E Duller	28 th July 2015	4-6pm	Fountain House
	22 nd September 2015	7-9pm	Banbury
	24 th November 2015	2-4pm	Wallingford
	26 th January 2016	4-6pm	Abingdon
	22 nd March 2016	7-9pm	Witney
Board workshops	27 th October 2015	2-4pm	Whichford House
	15 th December 2015	2-4pm	Whichford House
	23 rd February 2016	2-4pm	Whichford House
HR Group			
Chair G. Shepherd	3 rd August 2015	2-4pm	Whichford House
	Members J Manley E Duller C King	19 th October 2015	2-4pm
18 th January 2016		2-4pm	Whichford House
Marketing Group			
Chair E. Duller Members J. Nunn-Price J. Pearce-Gervis	22 nd July 2015	3-5pm	Whichford House
	19 th August 2015	11-1pm	Whichford House
	23 rd September 2015	11-1pm	Whichford House
	21 st October 2015	11-1pm	Whichford House
	25 th November 2015	11-1pm	Whichford House
	3 rd February 2016	11-1pm	Whichford House
	23 rd March 2016	11-1pm	Whichford House

Strategy, Planning and Finance Group			
Chair P. Ader Members E. Duller G. Smith M. van Manen T. Rees	Meetings dates to be confirmed in w/c Oct 19 th ; Jan 18 th ; April 25 th to allow management accounts to be scrutinised quarterly.		Whichford House
Project Group			
Chair T. Rees Members E. Duller R. Lohman C. King	2 nd September 2015	2-4pm	Whichford House
	2 nd November 2015	2-4pm	Whichford House
	2 nd February 2016	2-4pm	Whichford House

Appendix 3

Board Meeting in Public Procedure

1. In advance of a Board meeting in Public

- a) All meetings will be promoted in advance through all the channels Healthwatch Oxfordshire would normally use. The information circulated will include the fact that the public are welcome to ask specific questions in advance of the meeting via email, post or by telephone.
- b) All questions must be received by Healthwatch Oxfordshire 10 days in advance of the Board meeting date and any questions submitted will be circulated to the Board along with the Board meeting papers. Any questions that arrive after the 10 working day deadline will be presented at the following Board meeting in public.
- c) The Oxfordshire Clinical Commissioning Group Locality Forum Chair for the locality the meeting is being held in (or their deputy) will be invited to attend the meeting. They will be offered an agenda item to enable them to update the Healthwatch Oxfordshire Board and any members of the public present on any local actions or issues.

2. On the day of the meeting

- a) Copies of the Board meeting papers will be made available to any member of the public attending, with the exception of any confidential papers.
- b) A selection of Healthwatch Oxfordshire literature will be made available for members of the public to take away with them.
- c) Speak out cards will be available should any attendees wish to leave comments on any health and social care services they have used.
- d) Feedback forms will be made available for members of the public to comment on the Board meeting in public process.

3. At the meeting

- a) The Chair will open the meeting with a welcome, a brief explanation of the role of Healthwatch Oxfordshire and explain the procedure for the meeting.
- b) Questions that have been received prior to the meeting will be circulated with the Board meeting papers and will be included in the meeting pack for members of the public. Where possible these will be answered at the relevant point on the agenda. If questions received do not relate to planned agenda items they will be answered during the Chair's opening section.
- c) The Board will then proceed through the meeting agenda as normal, with the public being given the opportunity to ask questions of clarification only at the end of each agenda item.
- d) The Locality Forum Chair or their deputy will have a five minute slot on the agenda.
- e) There will be a ten minute slot before the close of the meeting for the public to ask additional questions/make suggestions/submit petitions.

- f) Following this session the Chair will close the meeting informing the public that the minutes of the meeting will be on the Healthwatch Oxfordshire website one week before the date of the next Board meeting.

4. Following the meeting

- a) All feedback forms from members of the public who attend the meeting will be analysed and messages forwarded to the Chair of the Strategy, Planning and Finance Group to enable this group to reflect on governance.
- b) Speak out cards will be analysed by the Community Involvement Officers and data will be fed through the to the Projects group on a routine basis.

Appendix 4

Expenses Policy

A volunteer is defined as someone who, unpaid and of their own free will, contributes their time to assist Healthwatch Oxfordshire (HWO) in carrying out its work. A volunteer will carry out this work with the agreement of HWO.

A volunteer is not employed, is not paid a salary and can withdraw from their relationship with HWO whenever they wish to.

It is the policy of HWO to ensure that volunteers are not left out of pocket or financially worse off as a result of their involvement in volunteer activities. Board members are volunteers.

Claims for any volunteer expenses that are in addition to regular meetings/events that are organised by and are part of the routine business of Healthwatch Oxfordshire must be agreed with the Chief Executive of HWO, who may consult with the Vice-Chair of HWO before the expense is incurred. The Chief Executive of HWO reserves the right to refuse to pay expenses that are not deemed appropriate.

Should a claim be refused by the Chief Executive of HWO the volunteer will be notified within five working days of receipt of the expenses form. An appeal against the decision may be made to the Chair of the Board of HWO within five working days of the refusal. The Chair of HWO will respond to the appeal within ten working days of receipt of the appeal; the decision of the Chair will be final.

Volunteers may claim reimbursement for any reasonable expenditure that they have incurred in connection with their volunteering. All expenses claimed, other than mileage, must be supported by receipts, which must be attached to the claim form.

Where any such substantial expenses are incurred, volunteers are invited to submit a claim as soon as possible so that we can ensure that they are not out of pocket for any longer than necessary. If a volunteer will be placed in financial hardship through their volunteering then HWO may purchase items on their behalf (such as rail tickets). Attendance at conferences will be organised by HWO staff and paid for directly.

HWO expects all volunteers to ensure expenses are incurred using the most cost effective option available.

Any volunteers making a false claim or misrepresenting the amounts or purpose of the expenses will be required to repay any overpayment.

Volunteers receiving state benefit should inform their Benefits Adviser that they are volunteering and check that receipt of expenses does not affect their right to receive benefit payments. HWO cannot accept responsibility for any loss of state benefit resulting from their volunteering activities.

HWO may on occasion pay expenses to other organisations to enable them to participate in community and voluntary group initiatives that they may otherwise be excluded from. Any expenses paid will be for work undertaken on behalf of HWO and not to support organisational costs.

Expenses covered by this policy

Travel

A mileage rate will be paid for use of your own car, bicycle or motorcycle; an enhanced rate may be paid if you carry passengers who are volunteers of HWO. Please check with the Healthwatch Oxfordshire team as to the current rate of payment. Please note when using a car/motorcycle you should have a current MOT and tax certificate and check that your insurer will cover you for voluntary work.

HWO will not pay the cost of any fines or other penalties that you may face for not following motoring laws, nor will it pay parking fines or clamping charges.

If you travel by rail or bus then tickets should be attached to your claim.

Incidental expenses

Lunch expenses may be claimed for those who volunteer on behalf of HWO for longer than four hours where lunch is not provided, you may claim up to a limit of five pounds.

Stationery expenses you may claim for include, paper, stamps, envelopes and ink cartridges up to a maximum of £30.00 per annum.

Care for volunteers with responsibilities for children or other family dependants, HWO is willing to reimburse the cost of alternative care only if such a cost is necessary for the volunteer to perform duties on behalf of HWO.

Each case will be assessed on an individual basis and payments for care arrangements will usually be made in arrears, but in particular financial circumstances may be made in advance of expenditure. Payment will always be made to the volunteer rather than directly to the organisation or individual providing the care and will be a maximum of £10.00 per hour; all such payments will be made at the Chief Executive's discretion.

Procedure

There are some simple rules we follow when deciding whether expenses can be reimbursed. These are:

- Prior approval by HWO to attend the event/meeting
- Receipts/proof of expenditure have been provided
- The expenses have been incurred because you are carrying out business on behalf of HWO
- The expenses form (*appendix 2*) is fully completed and signed by the volunteer

- Expenses forms must be received before the 20th of the month in order to be paid by the end of the said month (otherwise they will be paid at the end of the following month).
- If you have attended a meeting on behalf of HWO your expense claim form must be accompanied by a meeting report form (appendix 1) or this may delay your payment.
- The Chief Executive of HWO has authorised the expenses form for payment

The completed expenses form should be sent to:-

Healthwatch Oxfordshire
Suite 2
Whichford House
1400 John Smith Drive
Oxford Business Park South
Oxford
OX4 2JY

We encourage all volunteers to claim their expenses since there is an important point of principle at stake - i.e. HWO should not assume that any volunteer be willing to cover costs themselves. We wish to establish a culture that fully recognises and encourages proper reimbursement for any costs incurred.

Appendix 1 to Expenses Policy

	Meeting Details
Title & Topic	
Date & Location	
Key Attendees/ roles	
Brief Summary of Meeting	
Any actions for Healthwatch team?	

